



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Council of Governments (COG) 1991-92 Operating Budget

MEETING DATE: July 17, 1991

PREPARED BY: City Manager

RECOMMENDED ACTION: That the City Council adopt Resolution No. 91-136 ratifying approval of the 1991-92 San Joaquin County Council of Governments Operating Budget.

BACKGROUND INFORMATION: The City Council has been requested by the Board of Directors of the San Joaquin County Council of Governments to ratify COG's budget previously approved by the COG Board of Directors. This is being done in compliance with the terms and conditions of the Joint Powers Agreement between COG and each member agency. A copy of the cover letter and budget is attached (Exhibit A).

FUNDING: None required

Respectfully submitted,

Thomas A. Peterson
City Manager

TAP: br

Attachment

CCCOM252/TXTA.07A

APPROVED: _____

THOMAS A. PETERSON
City Manager

RESOLUTION NO. 91-136

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A RESOLUTION OF THE LODI CITY COUNCIL
RATIFYING APPROVAL OF THE PROPOSED 1991-92
SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS' BUDGET

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RESOLVED, that the City Council of the City of Lodi, following review, does hereby ratify the approval of the San Joaquin County Council of Governments' proposed budget for Fiscal Year 1991-92, a copy of which is attached hereto as Exhibit A, and thereby made a part hereof.

Dated: July 17, 1991


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I hereby certify that Resolution No. 91-136 was passed and adopted by the City Council of the City of Lodi in a regular meeting held July 17, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock,
Snider and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk



San Joaquin County Council of Governments

EXHIBIT A

City Manager's Office

Member Agencies: Cities of Escalon, Lathrop, Lodi, Manteca, Ripon, Stockton, Tracy, County of San Joaquin

June 4, 1991

Mr. Thomas Peterson
City Manager
City of Lodi
221 W. Pine Street
Lodi, CA 95240

Dear Mr. Peterson:

Attached is 1) a memorandum from me to your Council, 2) a copy of the **COG** adopted budget, 3) and two graphics depicting the changes that have occurred over the past year. I request that you agendaize this for your Council's approval. I will be happy to attend any meeting to answer any questions you or your policymakers may have on this matter. However, I will not be available during the week of June 17, as I will be on vacation singing with the Stockton Chorale in Carnegie Hall. During that week there will be no one able to attend a Council meeting to speak on this matter.

Please let me know when you will be placing this on your agenda. Thank you for your assistance.

Sincerely yours,

ANDREW T. CHESLEY
Interim Executive Director



San Joaquin County Council of Governments

Member Agencies: Cities of Escalon, Lathrop, Lodi, Manteca, Ripon, Stockton, Tracy, County of San Joaquin

MEMORANDUM

TO: The San Joaquin Board of Supervisors, and the City
Councils of Lodi, Stockton, Manteca, Lathrop, Tracy, Ripon
and Escalon

FROM: Andrew Chesley, COG Interim Executive Director

SUBJECT: COG's 1991-92 Adopted Budget.

DATE: June 4, 1991

Attached is the San Joaquin County Council of Governments (COG) budget for 1991-92 adopted May 29 by the COG Board. Our Joint Powers Agreement stipulates that this budget must be sent to all our County's local governing boards for their ratification. The budget **must** be approved by a majority of our **local** jurisdictions (5) representing **over** 55% of the county's population to go into effect.

With the passage of Measure K and an expanded commitment for ridesharing from the State of California, COG's budget **looks** markedly different from last year.

- Measure K expenses for salaries, consultant contracts, overhead and other related expenses totals \$475,000. Last year this program did not exist.
- a The San Joaquin/Stanslaus Rideshare program operated by San Joaquin County **COG** will receive \$273,000 in 1991-92 as compared to \$165,000 in 1990-91.
- a **COG's** on-going transportation planning activities will actually diminish somewhat **from** roughly \$780,000 to **\$730,000**.
- In **sum**, COG's budget expands from \$973,000 to \$1,550,000, a 59% increase.

The major components of this increase are:

Total of **all** 100 line items:

- ♦ An 11% increase over last year's budget for COG salaries and benefits. The increase covers a projected cost of living increase, promotions, the new Executive Director's salary, and three new staff positions. The increase is small, because last year several new positions were budgeted but not filled, two planner positions were vacant for a total of five months, and the retirement buyout for the Executive Director inflated last year's budget.

Line Item 264

- ♦ A 141% increase in rent is due to the expected move to the County Human Services Building. The building rent of \$1.05 a square foot plus parking costs is included in this amount. This compares to similar downtown rental costs of 5130 to \$1.45 a square foot. Presently COG rents space from the County at \$.50 a square foot. The move will increase our officespace from 1,700 square feet to 4,150 square feet.

Line Item 220

- ♦ Due to COG's Measure K responsibilities, our Professions I and Special Services (contracts) budget has gone up 133%. Many of these contracts are one time only efforts mandated by Measure K.

Line Item 217

- ♦ This increases approximately \$9,000 or 52%. This is in line with the total budget increase. This item covers both staff, and a very limited amount of Board travel. The new Measure K responsibilities account for most of this increase.

Line Item 201

Our office expenses will go up 40%. This is roughly comparable with the increase in the total budget minus some discounting for the professional services increase.

Line Item 45

- ♦ Fixed Assets have decreased by almost 40% from last year. This is due to the fact we have completely computerized our office and are generally only enhancing or upgrading that equipment. Also the new lease with the County includes some furniture.

Line Item 206

- ♦ Our communication budget will decrease by 18%. This is due to a variety of factors, but the major one being that the leasing of new phone equipment for our new office space did not occur in 1990-91 as anticipated. We are carrying that expense over with some cost savings due to our location in the County's Human Services Building.

SUMMARY

The COG Board requests the ratification of this budget by the cities and the County. The Board recognizes that with the agency's expanded efforts and a new Executive Director this budget may have to be revisited during the year, but feels comfortable enough in the budget to recommend your adoption.

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS
Preliminary - 1991-92 LINE ITEM BUDGET AND JUSTIFICATION

(0346010)

The following are the salaries and fringe benefits for the staff of the San Joaquin County Council of Governments for the 1991-92 Fiscal Year and include any step increases that the staff are entitled to. All fringe benefits are programmed at the rate anticipated by the County for the coming year.

ITEM	DESCRIPTION	1990-91	REQUESTED
101	SALARIES - CAFETERIA	\$ 11,500	\$ 15,000
131	SALARIES - EXTRA HELP	\$ 8,000	10,000

Extra help is used during the summer months for the traffic counts and other needed tasks, This will cover the costs for an occasional intern.

141	SALARIES	\$502,506	\$572,784
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This item includes all COG's fulltime positions. The calculated salaries allow for normal step increases and any salary adjustments that may be approved. The following provides a breakdown of classifications currently within the COG and anticipated positions during the fiscal year. This will add two new positions to COG staff.

- 1 Executive Director
- 1 Deputy Director
- 2 Senior Planners
- 1 Financial Manager
- 4 Associate Planners
- 1 Assistant Planner
- 1 Financial Assistant
- 1 Senior Secretary
- 1 Office Assistant II
- 1 Office Assistant I

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- 1 Financial Assistant
- 1 Senior Secretary
- 1 Office Assistant II
- 1 Office Assistant I

LINE ITEM	DESCRIPTION	BUDGETED 1990-91	REQUESTED 1991-92
189	UNEMPLOYMENT COMPENSATION	\$ 971	\$ 1,271
191	RETIREMENT	\$ 57,639	\$ 66,108
193	OASDI (Soc. Sec.)	\$ 14,542	\$ 6,622
193- 003	MEDICARE	\$ 2,309	\$ 7,388
194	LIFE INSURANCE	\$ 338	\$ 429
195	HEALTH INSURANCE	\$ 39,595	\$ 38,805
196	DENTAL INSURANCE	\$ 3,432	\$ 4,342
199	VISION CARE	\$ 687	\$ 832
	TOTAL SALARIES AND EMPLOYEE BENEFITS	\$651,519	\$724,081
201	OFFICE EXPENSE - GENERAL	\$ 20,000	\$ 23,000

Included are all regular office supplies essential to the operation of the COG as a Planning Agency. Including printing. Although we have reduced the amount of outside printing being done, there are some special publications requiring a printers expertise. These documents can be costly. A portion of this cost also reflects supplies for the Ridesharing Program and Local Transportation Authority. Some of the expense also includes computer software upgrades.

LINE ITEM	DESCRIPTION	BUDGETED 1990-91	REQUESTED 1991-92
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202	OFFICE EXPENSE - POSTAGE	\$ 7,200	\$ 10,000
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Mail rates have increased by 16%.
The cost for postage reflects the
volume of mail generated by the
COG and the heavy reliance upon
the mail system by the Ridesharing
Program.

203	SUBSCRIPTIONS AND PERIODICALS	\$ 250	\$ 500
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This budget item is used to purchase
technical documents published by the
Federal Department of Transportation
and other agencies. These documents
and other periodicals **provide the**
current technical library **support**
that is helpful in the preparation
of transportation reports, plans,
and in keeping abreast of the state
of the art.

206	COMMUNICATIONS	\$ 21,500	\$ 17,000
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The telephone **plays** a major
role in carrying out **the**
coordination of COG's **Trans-**
portation Planning functions
with local, state, **and**
federal agencies. **The** COG's
coordination efforts require a
considerable amount of long
distance calling. A signifi-
cant portion of **the** overall
operating **cost results** from
maintaining a toll free ride-
sharing number. **Also** included
is a portion of the cost of
setting **up** a new phone **system**
as part of COG's relocation.

LINE ITEM	DESCRIPTION	BUDGETED 1990-91	REQUESTED 1991-92
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209	MEMBERSHIPS	\$ 3,500	\$ 6,050
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Included in memberships are COG's memberships in CalCOG (53,900) and in the California Association of Coordinated Transportation (CALACT - \$50). In addition there are staff memberships for the professional planners in the American Planning Association (APA - \$300). The increase in CXLCCG dues was a gradual increase approved by the general membership several years ago. The COG is also considering membership in the Self-Help Coalition, an organization consisting of those counties which passed a half cent sales tax (\$1,300).

211	EQUIPMENT MAINTENANCE	\$ 2,500	\$ 3,000
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This line item includes funds for the maintenance and repair of the office equipment, primarily the computers and printers. During the current year COG has been fortunate in that few repairs have been required. Our equipment has held up quite well though some of it is getting old. We will begin a program of replacing obsolete equipment this year.

LINE ITEM	DESCRIPTION	BUDGETED 1990-91	REQUESTED 1991-92
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214	RENTS AND LEASES - EQUIPMENT	\$ 6,000	\$ 7,500
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The cost within this line item is primarily for the COG's copy machine which is used to publish almost all of COG's documents.

217	TRANSPORTATION AND TRAVEL	\$ 17,590	\$ 26,760
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COG's are for the most part inter-governmental in nature. Frequent interaction with other agencies outside the County is essential. Trips outside of the County are for those essential meetings and for training and/or special educational purposes which enable staff to conduct their duties in a more knowledgeable fashion. Changes in the transportation planning profession occur frequently and rapidly, and the opportunity to attend conferences, workshops, and training courses will greatly assist staff to provide technical assistance to local governments as well as provide direction for the preparation and implementation of transportation plans. In keeping with COG's travel policy the COG Board has authorized the attendance of up to four COG Board members at the CALCOG annual conference.

The basis for the budget estimate includes:

- . Ridesharing travel, training and outreach - \$2,500
- . 1 Workshop sponsored by the Institute of Transportation Studies - \$350

LINE ITEM	DESCRIPTION	BUDGETED 1990-91	REQUESTED 1991-92
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- . 1 Training Course sponsored by Federal DOT - \$400
- . 4 workshops or technical seminars sponsored by Caltrans (usually in San Francisco or Sacramento) - \$500
- . Mileage reimbursements for use of personal cars - \$6,500
- . Meal reimbursements for required attendance at meetings - \$1,200
- . 8 meetings of the Calif. COG Directors (statewide, usually N. California) - \$1,500
- . 1 national conference or business meeting of significant importance - \$1,400
- . Attendance for two at the annual Intermodal Planning Group Conference - \$1,250
- . 4 dinner meetings of the COG Executive Committee - \$160
- . COG Board and staff attendance at CALCOG - \$4,000
- . Staff participation in RTPA - \$2,500
- . Meetings with other self-help counties - \$1,500
- . Attendance for two at the Western Leadership Training \$3,000.

213	MOTOR POOL	\$ 1,000	\$ 1,000
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The costs shown are for COG use of motor pool vehicles for trips generally outside the County. Most of staff travel is by use of their personal car for which they are reimbursed on a mileage basis.

LINE ITEM	DESCRIPTION	BUDGETED 1990-91	REQUESTED 1991-92
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220	PROFESSIONAL AND SPECIAL SERVICES	\$220,380	\$583,600
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Funds included in this line item are used chiefly to carry out contractual work and special tasks

spelled out in the CCG Overall Work Program. The tasks include: annual financial and compliance audits - \$20,630; performance audits - \$28,900; Ridesharing Program contracts - \$115,600; Legislative bill service - \$2,500; A revised EIR for the updated Regional Transportation Plan - \$40,000. Recalibrate the model utilizing the latest census data - \$30,000; and an update of the Airport Land Use Plan - \$12,000; TMA support \$2,000; LTA Financial Plan - \$50,000. LTA Strategic Plan - \$120,000. LTA Transit Plan - \$40,000. LTA Bicycle Plan - \$15,000. LTA Bonding Services - \$50,000. Transit studies for cities of Tracy and Lodi - \$27,000. Tri-County I-5 Corridor Study \$30,000.

220 0010	SPECIAL DISTRICT ACCOUNT REPORTS	\$ 60	\$ 60
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Reports prepared by the County Auditor for the COG.

220- 0083	SMTD CONTRACTUAL CHARGES	\$ 21,600	\$ 23,800
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These are UMTA grant funds that COG passes through to SMTD to perform certain transit planning functions. The grant for the 1991-92 FY has seen increased slightly to \$23,800.

LINE ITEM	DESCRIPTION	BUDGETED 1990-91	REQUESTED 1991-92
220- 0200	ALLOCATED SERVICE DEPARTMENT COSTS	\$ 3,819	\$ 5,825

This figure represents the cost allocation plan and reflects the estimated charges for services rendered by the County to the COG during the fiscal year. At the end of the year they calculate the precise charge and make an adjustment or roll forward on the following year's billing.

223	PUBLICATIONS AND LEGAL NOTICES	\$ 1,700	\$ 4,000
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It is necessary to advertise public hearings. As a Local Transportation Authority we will be filing considerably more legal notices-

232	INSURANCE - WORKER'S COMPENSATION	\$ 645	\$ 523
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This figure is based on estimates prepared by the County.

236	INSURANCE - CASUALTY	\$ 62	\$ 143
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Exact figures for this cost center are derived by the County.

260	BUILDING MAINTENANCE	\$ 500	\$ 5,000
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This item has been increased to cover costs involving minor office renovations, constructing cabinets or shelves, etc.

264	RENTS - STRUCTURES AND GROUNDS	\$ 30,000	\$72,300
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The dramatic increase in rents reflect three things: 1) The need for space for COG's added responsibilities, and 2) The relocation to new offices within the County Human Services Building, 3) Also included in this figure is a one time moving expense of \$12,000.

1991-92 OWP REVENUE SOURCES

state Subvention	100,389
PL Funds	299,852
UMTA Section 3 1990-91 Allocation	23,800
Transportation Development Act Funds	325,671
FAP Rideshare	273,000
SAAG FAP Match (In-Kind)	5,800
S.J. County Airport Land Use Support	6,000
SMTD-UMTA Sec. 8 Match	6,300
Section 8 Discretionary	27,000
Local Match (Lodi & Tracy)	5,150
Measure K - Sales Tax Funds (Salaries & Benefits)	200,000
Maasure K - Program Funds	275,000
Fees	5,000
STA Planning Funds	10,000
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TOTAL REVENUES	1,552,962

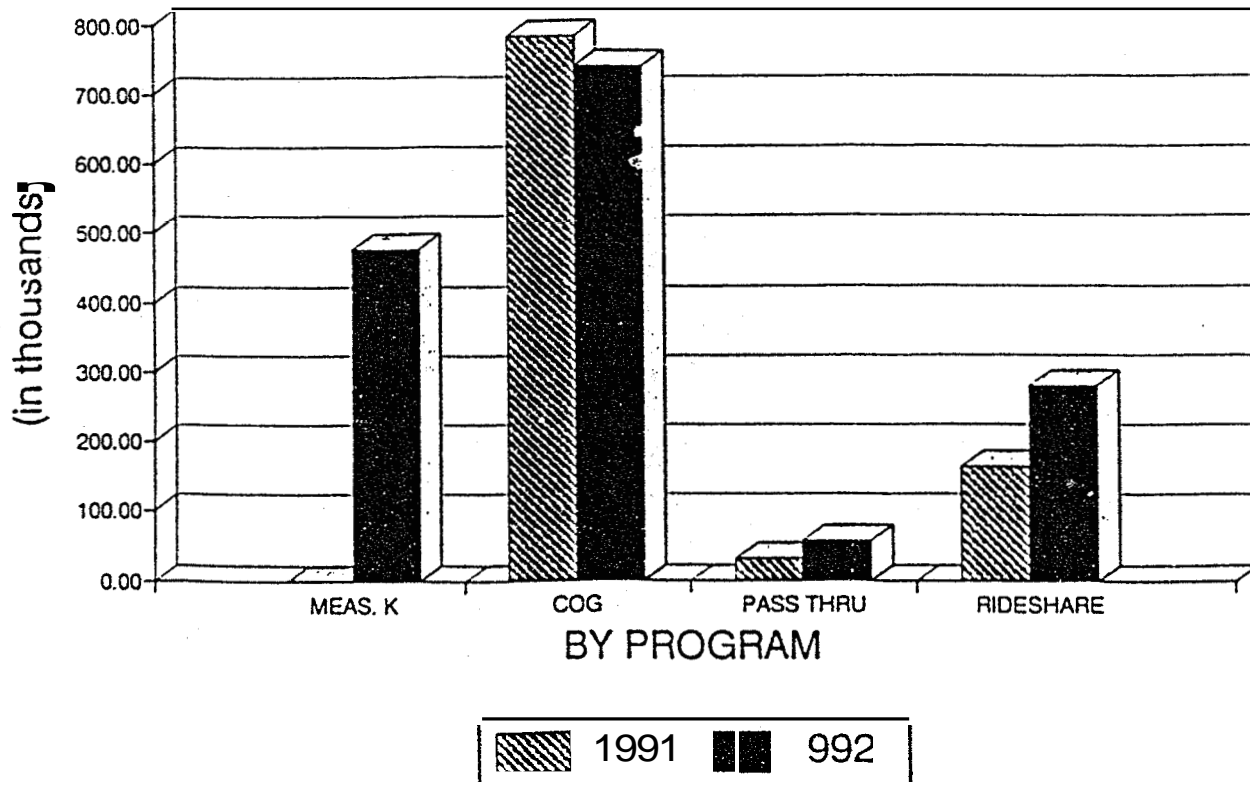
LINE ITEM	DESCRIPTION	BUDGETED 1990-91	REQUESTED 1991-92
	TOTAL SERVICES AND SUPPLIES		\$795,061
451	FIXED ASSETS		
	A. Computer Belated Equipment		\$ 21,050
	3. 386 Desktop Computers		16,000
	3 Laser Printers		6,000
	3 Electronic Switchboxes		1,000
	1 9600 Band Modem		600
	1 Fax Machine		1,000
	3 Printer Stands		450
	B. Office Furniture		\$3,010
	TOTAL FIXED ASSETS	\$47,315	\$28,060

BUDGET TOTALS

	Budgeted 1990-91	Requested 1991-92
Total Salaries	\$616,223	\$724,081
Toral Services and Supplies	\$324,969	\$795,061
Total Fixed Assets	\$ 32,065	\$ 28,060
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TOTAL	\$973,257	\$1,547,202

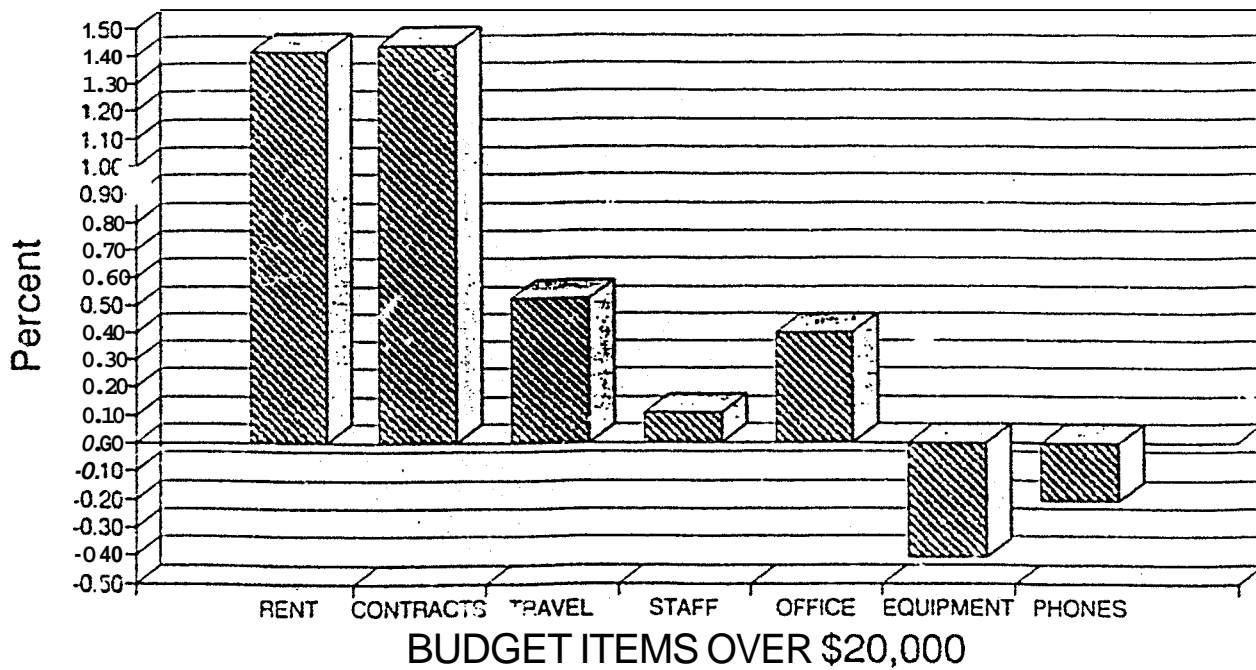
COG BUDGET

FY 91 TO FY 92



COG BUDGET

FY 91 TO FY 92



CITY COUNCIL

DAVID M. HINCHMAN, Mayor
JAMES W. PINKERTON, Jr.
Mayor Pro Tempore
PHILLIP A. PENNINO
JACK A. SIEGLOCK
JOHN R. (Randy) SNIDER

CITY OF LODI

CITY HALL, 221 WEST PINE STREET
P.O. BOX 3006
LGDI, CALIFORNIA 95241-1910
(209) 334-5634
FAX (209) 333-6795

THOMAS A. PETERSON
City Manager
ALICE M. REIMCHE
City Clerk
BOB McNATT
City Attorney

July 19, 1991

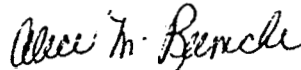
Mr. Andrew L. Chesley
Interim Executive Director
San Joaquin County
Council of Governments
1860 East Hazelton
Stockton, CA 95205

Dear Mr. Chesley:

Enclosed herewith please find a certified copy of Resolution No. 91-136 entitled, "A Resolution of the Lodi City Council Ratifying Approval of the Proposed 1991-92 San Joaquin County Council of Governments' Budget" which was adopted by the Lodi City Council at its regular meeting of July 17, 1991.

Should you have any questions, please do not hesitate to call.

Very truly yours,



Alice M. Reimche
City Clerk

AMR/jmp

Enclosure